

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 3642    **TITLE:** SUBSTANCE ABUSE COUNSELOR III    **GRADE:** S-25

**DEFINITION:**

Under general clinical and administrative direction, functions as a first-level supervisor, providing direction to a team of treatment staff; OR coordinates an agency-wide support function with clinical orientation; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

The Substance Abuse Counselor III differs from the Substance Abuse Counselor II in that the Substance Abuse Counselor III functions as a supervisor to a team of professional counselors or coordinates an agency-wide support function, whereas the Substance Abuse Counselor II serves as a primary counselor.

The Substance Abuse Counselor III differs from the Substance Abuse Counselor IV in that the Substance Abuse Counselor III functions as a supervisor to a team of professional counselors or coordinates an agency-wide support function, whereas the Substance Abuse Counselor IV manages a distinct program or a large facility and its assigned staff within a major service area.

**ILLUSTRATIVE DUTIES:**

Supervises the day-to-day substance abuse intake, counseling, and case management activities of primary counselors;  
Coordinates weekly clinical peer supervision sessions;  
Ensures that all counselors maintain comprehensive documentation of treatment plans and progress notes for assigned clients;  
Provides substance abuse counseling/prevention/intake and treatment services;  
Independently performs diagnostic formulations and prescribes treatment;  
Independently and professionally makes treatment decisions regarding complicated, difficult cases, while ensuring comprehensive, quality care;  
Carries an assigned caseload;  
Develops and monitors program's services;  
Provides crisis stabilization and crisis management;  
Ensures compliance with all policies, procedures, and regulations issued by the state, county, or program director;  
Serves as program liaison and consultant to referral agencies and other community-based resources;  
Testifies in court to explain client's treatment and assess progress or recovery.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Extensive knowledge of alcohol and/or drug addiction and the physiological and psychological effects;  
Extensive knowledge of substance abuse prevention and treatment methods/techniques;

Knowledge of complete and diagnostic intake procedures, social history development and interviewing techniques;  
Knowledge of existing referral agencies and community resources;  
Knowledge of clinical supervisory methods and techniques;  
Ability to evaluate the severity of a client's substance abuse problem and implement counseling efforts to treat the abuse;  
Ability to manage a caseload;  
Ability to establish rapport and maintain effective relationships with clients;  
Ability to maintain effective working relationships with subordinates, co-workers, public and private organizations, community groups, and the general public;  
Ability to successfully perform as a team leader/member;  
Ability to conduct performance evaluations and implement personnel procedures;  
Ability to communicate effectively, both orally and in writing;  
Ability to maintain records and prepare reports.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to the following:  
Graduation from an accredited college or university with a master's degree in psychology, social work, or a related field; PLUS  
Three years of related professional experience.

**CERTIFICATES AND LICENSES REQUIRED:**

Valid Motor Vehicle Driver's license with fewer than six demerit points (or equivalent in another state) at time of appointment and maintained throughout employment with CSB, for positions in residential programs;  
First Aid and CPR Certification within 90 days of appointment and maintained throughout employment with CSB, for positions in residential programs;  
Medication Administration Assistance Certification within 90 days of appointment, for positions in residential programs.

**NECESSARY SPECIAL REQUIREMENTS:**

Criminal background record check;  
TB screening upon hire and annually thereafter.

REVISED:        June 26, 2000  
REVISED:        January 11, 1995  
APPROVED:      January 26, 1981

